

Business Diversity Advisory Group Summary

No In-Person Meetings (COVID-19 distancing)

February 16, 2021 · 10:00 AM – 12:00 PM

Members Present:

Blue Shift Media, Danny Hankins
 Birch Equipment Rental and Sales Inc., Cara Buckingham
 Jones & Associates Contract Services LLC, Joseph Jones
 Ovation Technology LLC, Malcolm Waters

Pacific Office Solutions LLC, Julie Valdez
 Sybis LLC, Jeremy Djajadi
 The Part Works Inc., Katie Parris
 The Pillars Group LLC, Dean Vand Dyke
 Washington PTAC, Tiffany Scroggs & Trena Payton
 Zena Consulting LLC, Lee Mozena

DES Staff Present

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Shana Barehand, Business Diversity & Outreach
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<i>Topic</i>
<p>Welcome & Overview (Erin)</p> <ul style="list-style-type: none"> Members and guests
<p>DES Updates – Contracts & Procurement (Bart & Alex)</p> <p>Goods and Services Forecast</p> <ul style="list-style-type: none"> Master Contracts <ul style="list-style-type: none"> Separate cooperative contracts Agency Contracts <p>DES ACTION ITEMS:</p> <ul style="list-style-type: none"> How the business community can engage through the planning process. Schedule a meeting with Trena Payton on federal models of draft RFPs. Present high level of inclusion plans, with the option of a subcommittee to discuss further.

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DES Updates – Contracts & Procurement (Rebecca)

- New preferences section listed on the contracts page

DES ACTION ITEMS:

- How DES posts information about planned procurements, RFIs, and searches for expiring contracts.

DES Updates – Enterprise Policy (Drew)

Activities completed to date:

- Concept shared at 10/23/19 policy workshop
- Outline of policy topic areas developed
- Policy outline shared at 6/30/20 policy workshop
- Developed internal work team
- Assigned topic areas for policy development
- Project schedule

The plan is to have a draft supplier diversity policy ready to present at the next procurement policy workshop (targeted for May 2021).

DES ACTION ITEMS:

- Look into and share what New York State has for enforcement and practices that lead to high inclusion. Review other states that are doing well or poorly and indicators that might be relevant for BDAG.
- Going forward OMWBE will set agency goals per agency and based on their availability. Request for OMWBE to present at a future meeting.

Building on Past Work (Shana)

- Strategic planning sub-meeting.
- DES small and diverse division policy.
- Governor's Business Diversity Subcabinet Community of Practice launches.

DES ACTION ITEMS:

- Schedule sub-meeting on the strategic plan.

Future Work/ Meetings Update (Erin)

- Industry pilot with Tabor 100 for business professional services. Moving to the next series.
- DES lead two sub-meetings with BDAG member priorities as 50% culture shift and 50% businesses ready to do business with DES. Still including business development and businesses at earlier stages of growth.

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DES ACTION ITEM:

- DES draft questions to ask before partnering with entities, events, etc.
- Communications enhancements for helping bring in new members for the next term.

DES/BDAG ACTION ITEMS:

- Hold meeting on pipeline breakdown document and bring revisions back to the next meeting.

Future Work/ Meetings Update (Erin)

Discussed BDAG sub-committees. BDAG members did not express an interested in this approach at this time.**

Approved additional meetings:

- April 14, 2021, 10:00 AM – 12:00 PM – *New member on-boarding*
- April 28, 2021, 1:00 – 2:30 PM – *Application debrief*
- May 12, 2021, 1:00 – 2:30 PM – *Celebration and connecting leaving and entering members*

DES/BDAG ACTION ITEMS:

- Produce demographics summary of new member applications and gaps
 - This was emailed to members
- Collaborate on strategies for BDAG applicants that aren't selected
 - Promote two BDAG engagements that are community listening focused (Alliance & East/Central)
- Collaborate on celebration
 - Timeline of achievements
 - Transition of the group
 - New members included
 - All past members invited
- Collaborate new member On-Boarding
 - To include virtual interaction (2 breakout sessions for socializing)
 - Breakout rooms to have 4 – 5 people with a moderator for conversation starters
 - Learn about DES and the people at DES
 - Connect with people who have been on the BDAG (volunteers: Lee)

****Note:** *BDAG members are welcome to form sub-committees at any time and meet voluntarily. This can be with or without DES staff. In the past, BDAG members have met with DES for periods of time on draft enterprise policy. There was a group of members that met without DES to make a formal cooperative agreement recommendations.*

Closing & future meetings (Erin)

There is a lot of work going into the strategic plan and BDAG continuity that we will postpone guests for a future meeting.

Potential future guests

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- Washington State Department of Social and Health Services
- University of Washington: Division inclusion plans, pricing agreements
- City of Seattle

DES ACTION:

- Work collaboratively on setting key items over the next month before setting up more guests.
- Potentially, include UW as our next guest.

Attachments:

- Meeting Summary January 2021
- BDAG PPT
- Sub-meeting notes & draft revised document

Next meetings:

3rd Tuesday of the month from 10 AM – 12 PM

- March 16, 2021
- April 20, 2021 – *Last meeting of the term year*
- May 18, 2021 – *First meeting of the new term*

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Alternate date/locations:

- Historically, we had a fall BDAG meeting in central/eastern Washington and a spring meeting in northwest Washington. (COVID-19 impacts these effort for FY 2021)